

TOWN OF NEWINGTON

TITLE: Executive Assistant to the Town Manager **GRADE:** A-5
DEPARTMENT: Town Manager's Office **DATE :** DRAFT 2/10/09

POSITION DESCRIPTION

Under the supervision and direction of the Town Manager, performs office administrative and secretarial work of a complex, confidential, and responsible nature in the Town Manager's office.

ESSENTIAL JOB FUNCTIONS

- Compiles detailed agenda materials for Town Council and other meetings, including collecting all necessary information and informing members on matters to be presented.
- Responsible for personnel functions, including providing information on town employment opportunities, advertising, assisting with recruitment procedures through the interview process, maintaining applicant and personnel files, and distributing appropriate forms and information to new employees.
- Organizes and prepares materials for publication such as union contracts, monthly and annual reports, administrative policies and regulations, program guides, and activity schedules.
- Develops and maintains confidential and complex records and files.
- Assists in the preparation of town operating budgets by compiling information, proofreading and collating materials for inclusion in budget document.
- Composes and types routine correspondence and reports independently.
- Types and transcribes letters, reports, and meeting minutes from draft, shorthand notes, or transcription equipment.
- Screens telephone calls, correspondence and other inquiries, greets visitors, ascertains nature of business and refers to appropriate office/person when possible.
- Relieves Town Manager of administrative detail work.

ADDITIONAL JOB FUNCTIONS:

- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks.
- Allocates work to others when appropriate.
- Compiles and coordinates data for action by Town Manager.
- Prepares statistical and narrative reports of some complexity.
- Transmits and explains Town Manager's directions to proper persons and follows up to assure compliance, completeness and conformance with deadlines.
- Provides secretarial services to Mayor and members of the Council on a need basis.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Witnesses and notarizes surety bond agreements. Receives cash bonds and administers bond accounts in banks.
- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with a minimum of supervision and to supervise clerical staff and operations.
- Ability to establish and maintain complex files and record systems.
- Ability to use computer equipment and related software programs and to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence, and reports, etc. from draft, shorthand notes or transcription equipment.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to process paperwork accurately and efficiently.

- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to perform basic bookkeeping skills and work accurately with figures.
- Ability to maintain strict confidentiality of information as necessary.
- Ability to work effectively with other employees, elected officials and the general public in person and via the telephone.
- Ability to perform Notary Public duties for Town business.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Associate's degree and five years of progressively responsible secretarial or office/administrative work; or
- any equivalent combination of training and experience.

LICENSE OR CERTIFICATE:

Not applicable

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date